



# Public Health

Seattle & King County

HEALTHY PEOPLE. HEALTHY COMMUNITIES.

Dorothy F. Teeter, MHA, Interim Director and Health Officer

## REQUEST FOR PUBLIC RECORDS

Type in your information in the blanks below or print it out and write in your information. Sign your printed copy and mail it to: Public Disclosure Requests, c/o Lisa Werlech, 999 3<sup>rd</sup> Ave, Suite 1200, Seattle, WA 98104.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

Please include your mailing address because many documents are only available hard copy and must be sent to you via US Mail.

Describe as specifically as you can what records you are requesting. The more information we have identifying records, the more quickly and accurately we will be able to respond to your request.

List the types of documents (examples: correspondence, notice of violations, inspection reports, etc)

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Time period for the records you are requesting:

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Signature: \_\_\_\_\_

Available in alternate format upon request pursuant to ADA.

### Office of the Director

999 Third Avenue, Suite 1200 • Seattle, WA 98104-4039

T 206-296-4600 F 206-296-0166 TTY Relay: 711

[www.metrokc.gov/health](http://www.metrokc.gov/health)



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King County

Ron Sims, Executive